

## **815 KAR 20:034**

### **Section 4. Continuing Education Course Records**

- (1) Each registered course provider shall establish and maintain the following records for each course for three (3) years following the date of the course:
  - (a) Certificates of completion as provided in subsection (2) of this section;
  - (b) An attendance sign-in and sign-out sheet; and
  - (c) A course syllabus.
- (2) Certificates of Completion:
  - (a) Each registered course provider shall complete a certificate of completion for each participant enrolled and completing an approved continuing education course.
  - (b) Certificates of completion shall contain at a minimum include the following information about the participant:
    - 1. Name;
    - 2. Address;
    - 3. License number;
    - 4. Date of attendance; and
    - 5. Courses completed.
  - (c) One (1) copy of each certificate of completion shall be:
    - 1. Sent to the Office electronically;
    - 2. Retained on file by the provider; and
    - 3. Given to the participant upon completion of the course.